



# Sign Permit Application

Permit No. \_\_\_\_\_

City of Norman Development Services Division, 201 W. Gray St., Bldg. A Norman, OK 73069  
(405) 366-5339 Permits; (405) 366-5445 Fax

## NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

<b>PROJECT ADDRESS:</b>	<b>BUSINESS NAME:</b>
<b>DESCRIBE WORK:</b> ____ NEW SIGN ; ____ REPLACE EXISTING SIGN; ____ MODIFY EXISTING SIGN	<b>VALUATION:</b> \$ _____

<b>SIGN:</b>	<b>LOCATION:</b>	<input type="checkbox"/> On-Premise	<input type="checkbox"/> Off-Premise				
<b>DURATION:</b>		<input type="checkbox"/> Permanent	<input type="checkbox"/> Annual	<input type="checkbox"/> Temporary ____ Days (1-90)	<input type="checkbox"/> 10 Days (grand opening only)		
<b>ATTACHMENT:</b>		<input type="checkbox"/> Ground	<input type="checkbox"/> Wall	<input type="checkbox"/> Window	<input type="checkbox"/> Projected	<input type="checkbox"/> Suspended	
<b>TYPE:</b>		<input type="checkbox"/> Single Business ID	<input type="checkbox"/> Joint Business ID	<input type="checkbox"/> Building ID	<input type="checkbox"/> Address ID	<input type="checkbox"/> Subdivision ID	<input type="checkbox"/> Digital
		<input type="checkbox"/> Interstate Ground	<input type="checkbox"/> Banner	<input type="checkbox"/> Pennants	<input type="checkbox"/> Construction	<input type="checkbox"/> Directional	<input type="checkbox"/> Other: _____

<b>SIGN DIMENSIONS:</b> _____	<b>SIGN CONTRACTOR:</b> _____
<b>DIRECTIONS SIGN FACES:</b> <input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> S <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> E <input type="checkbox"/> W	<b>ADDRESS:</b> _____
<b>SIGN AREA (SF):</b> _____; <b>SIGN HEIGHT :</b> (Ground to top of structure): _____	<b>CITY:</b> _____ <b>STATE:</b> _____ <b>ZIP:</b> _____
<b>SIGN TEXT &amp; GRAPHCS:</b> _____	<b>PHONE #:</b> _____ <b>FAX:</b> _____
	<b>CELL PHONE #:</b> _____ <b>LICENSE #:</b> _____

<b>DESCRIBE EXISTING SIGNS (IF ANY): TYPE, SIZE, LOCATION:</b>
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<b>Will electricity be involved?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Name of Licensed Electrical Contractor:</b> _____
<b>Input Amps:</b> _____	<b>Elec. Permit #:</b> _____; <b>UL:</b> ____ Yes or ____ No; <b>NITS:</b> ____; <b>Dwell time:</b> ____

<b>PLANS REQUIRED:</b> Applications will not be accepted without <b>two copies</b> of these items. *Site Plan to scale *Elevation Drawing *Detailed Drawing of Sign All sign applications may require one or more of the following items. *Footing Detail *Engineer Seal *Electrical Detail *Electrical Permit *Owner Permission *Neighborhood zoning map	<b>INSPECTIONS REQUIRED:</b> All sign applications, except temporary, require one or more of the following inspections. The holder of the permit is responsible for requesting all required inspections. _Electrical Sign (345) - Call before installation _Sign Footing (410) - Call before concrete _Elec Final (375) - Call when work is done _Sign Final (475) - Call when work is done To request an inspection, call the inspections line at 366-5333, enter "Phone Access Code" printed on permit and "Inspection Code" given above (e.g. 410).	<b>OTHER REQUIREMENTS:</b> Signs with electricity require a separate electrical permit issued to an electrical contractor having an active City Electrical License. Sec. 18-303 Sign may not be installed until permit has been approved and fees paid. Sec. 18-301 Permanent sign permits expire 90 days after premises are vacated by referenced business. Sec. 18-402 Permanent signs require ID plate (contractor, date, permit #, amps) Sec. 18-304 Upon expiration of a temporary sign, all related structural materials must be removed for no less than the length of time of the original permit, no additional sign permits will be issued during this period of time. Sec. 18-201	<b>MAIL OR DELIVER TO:</b> Building Permits & Inspections 201 W. Gray St., Bldg A Norman, OK 73069  (405) 366-5339 Permits (405) 366-5333 Inspections
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The granting of a permit or approval of plans shall not be construed as permission to violate any federal, state or local laws. Special notice is hereby given that additional requirements, notices and regulations will be printed on the permit and plans and that all additional requirements, notices and regulations and all laws and ordinances governing this type of work will be complied with whether specified herein or not. Special notice is also hereby given that the approvals of this permit become null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a 6 month period. All permanent signs require inspections. Violations of the Sign Code are misdemeanors subject to corrective action and/or penalties.

I agree to abide by all laws and ordinances governing this type of work whether specified herein or not and hereby certify that I have read and examined this application and know the same to be true and correct.

Printed Name _____	Email address _____	Phone # _____
Signature _____	Agent of: <input type="checkbox"/> Owner or <input type="checkbox"/> Contractor	Date _____

<b>O F F I C E  U S E  O N L Y</b>	All Signs:	Frontage _____ (lf)= _____ (sf)	<b>Received on _____ by _____</b> <b>Code Official :</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied  <b>By:</b> _____ <b>Date:</b> ____/____/____ <b>Notes:</b> _____ _____ _____ _____ <b>*Also See Notes on Plans</b>
	Total SF Allowed: _____ sf	Setback _____ (lf) = _____ (sf)	
	Total SF Existing: _____ sf	Total area allowed (a)= _____ (sf) per side	
	SF To Be Removed: _____ sf	Total area allowed (a)= _____ sf total	
	SF To Remain: _____ sf	Total Existing area (b)= _____ sf per side	
	SF Proposed: _____ sf	Total Existing area (b)= _____ sf total	
	Remainder: _____ sf	Area Remaining (a - b = c)= _____ sf per side	
		Area Remaining (a - b = c)= _____ sf total	
		Area Requested (d)= _____ sf per side	
		Area Requested (d)= _____ sf total	
	Area Remaining (c - d = e)= _____ sf per side		
	Area Remaining (c - d = e)= _____ sf total		



# Sign Permit Application Checklist

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(405) 366-5339 Permits (405) 366-5445 Fax

PROJECT ADDRESS

BUSINESS NAME

☐ New Sign; ☐ Replace Existing; ☐ Modify Existing; ☐ Face Change Only; ☐ Other \_\_\_\_\_

Yes No N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Plan (2 copies)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sign Elevations (2 copies)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Footing Detail (2 copies) - For Ground Signs<br>(Oklahoma PE Seal May be Required)    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical Permit - If Required   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proof of Property Owner's Permission for PUD,<br>Joint ID, Off-Premise, Annual Banner |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ODOT or FAA Approval  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Board of Adjustment Approval  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written Explanation of Proposed Work  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sign Structure and Electrical Detail  |

## Site Plan Example

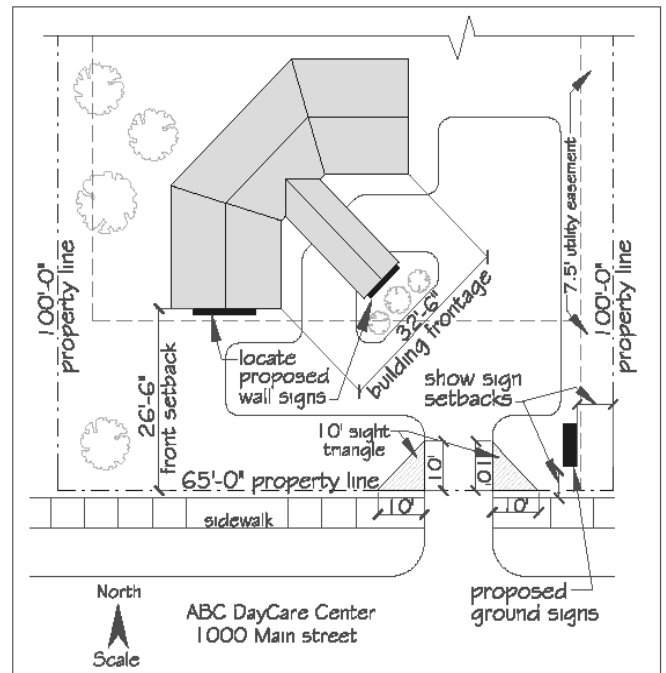
While everything shown below may not be applicable to your site every effort should be made to submit an adequate site plan.



## Site Plan (2 copies)

Yes No N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | On Standard Size Paper (letter or legal)          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drawn to Identifiable Scale                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Scale of Drawing                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows North Arrow                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Property Address                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Business Information                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Contractor's Information                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Owner's Information                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Property Lines & Dimensions                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Easement(s) & Dimensions                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Existing Signs, Buildings, & Dimensions     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Precise Location of Proposed Signs          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Sign Setbacks (Front/Side/Rear)             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Sight Triangles (Corner 30'/Drives 10')     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Conforms to City Approved Site Plan               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Height Less Than 50' (Highlight For Reviewer)     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does Not Penetrate 100:1 Slope<br>(Gave FAA Form) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows Overhead Utilities Relative to Sign(s)      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shows distance to adjacent streets & residential  |



site plan for sign permit.dwg: drawn by C Callahan, 1/2009

Received by: \_\_\_\_\_ Date: \_\_\_\_\_